

LIBRARY PAGE

FLSA Code: N

Job Code: 5005

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible clerical work in a public library; does related work as required. Work is performed under regular supervision.

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Shelving books; clearing library tables; assisting patrons; posting mail; placing library materials in proper locations.

Places returned books on proper shelves according to the number and letter;

Checks shelves for proper book placement and overdue books;

Places magazines and newspapers in proper order according to alphabet, day and month;

Reshelves books left on tables and incorrectly shelved;

Responds to patron questions;

Instructs new pages and volunteers;

cleans books and shelves;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from high school and some experience with the procedures, practices and equipment of a public library; some knowledge of business English, spelling and arithmetic; demonstrated ability to learn standard library tasks, to operate standard office and data entry equipment, understand and follow oral and written instructions, and establish and maintain effective working relationships with associates and library patrons. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.